



## DEPARTMENT OF MENTAL HEALTH POLICY/PROCEDURE

SUBJECT: <b>APPRAISAL OF PROMOTABILITY</b>	POLICY NO. <b>600.3</b>	EFFECTIVE DATE <b>10/1/89</b>	PAGE  <b>1 of 1</b>
APPROVED BY: <b>original signed by:</b> <b>ROBERTO QUIROZ</b>  Director	SUPERSEDES <b>702.04</b> <b>4/2/79</b>	ORIGINAL ISSUE DATE <b>4/2/79</b>	DISTRIBUTION LEVEL(S) <b>1</b>

### PURPOSE

- 1.1 To ensure objective and fair evaluation of candidates as part of the County's examination process.
- 1.2 An Appraisal of Promotability is part of a promotional examination that the Department administers. This administration consists of preparation of an appraisal of a candidate's promotability to a specific higher level position for which the employee has applied.

### POLICY

- 2.1 In an Appraisal of Promotability, the employee shall be rated as a projection of how the employee would perform at a position requiring additional skills or a greater degree of responsibility than the employee has in the present position.
- 2.2 An Appraisal of Promotability is management's best prediction of an employee's suitability for a specific job at a specific time. Appraisals of Promotability for different jobs or at different times may vary based on a number of factors.
- 2.3 When rating the candidate, it is important to state factual, concrete supporting evidence in the comment section of the form. In doing this, the rater should consider the candidate's service records, personal resumes, and other factual, written or unwritten, information about the candidate as supporting documentation. The rater's score is only a recommendation; the approving officer has final responsibility for authorizing the score.
- 2.4 The rater, reviewer, or approving officer shall not discuss the Appraisal of Promotability with the candidate until the certification list has been promulgated and only during the ten (10) business day period allowed for review of test process.

### AUTHORITY

Los Angeles County Code